



# SAM Registration Guideline

U.S. Embassy Pristina  
Public Diplomacy Section

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STEP BY STEP GUIDELINE



THIS PRESENTATION IS NOT AN OFFICIAL DOCUMENT OF THE STATE DEPARTMENT!



# What has changed?

By **April of 2022**, the federal government will stop using the DUNS number to uniquely identify entities. At that point, entities doing business with the federal government will use a **Unique Entity Identifier (SAM)** created in SAM.gov.



Choose one of the following that best describes your entity scenario:



### Scenario 01

Your entity **has** a DUNS number and is registered in SAM.gov.

PAGE 4 →



### Scenario 02

Your entity has a DUNS number and is **not** registered in SAM.gov.

PAGE 5 →



### Scenario 03

Your entity does not have a DUNS Number and today's date is **before April 4, 2022.**

PAGE 12 →



### Scenario 04

Your entity does not have a DUNS Number and today's date is **after April 4, 2022.**

PAGE 17 →



If your entity has DUNUS  
Number and is registered in  
SAM.gov

If you have an active or inactive  
registration in SAM.gov today, you've  
already been assigned a Unique Entity  
ID (SAM). It's viewable on your entity  
registration record in SAM.gov.



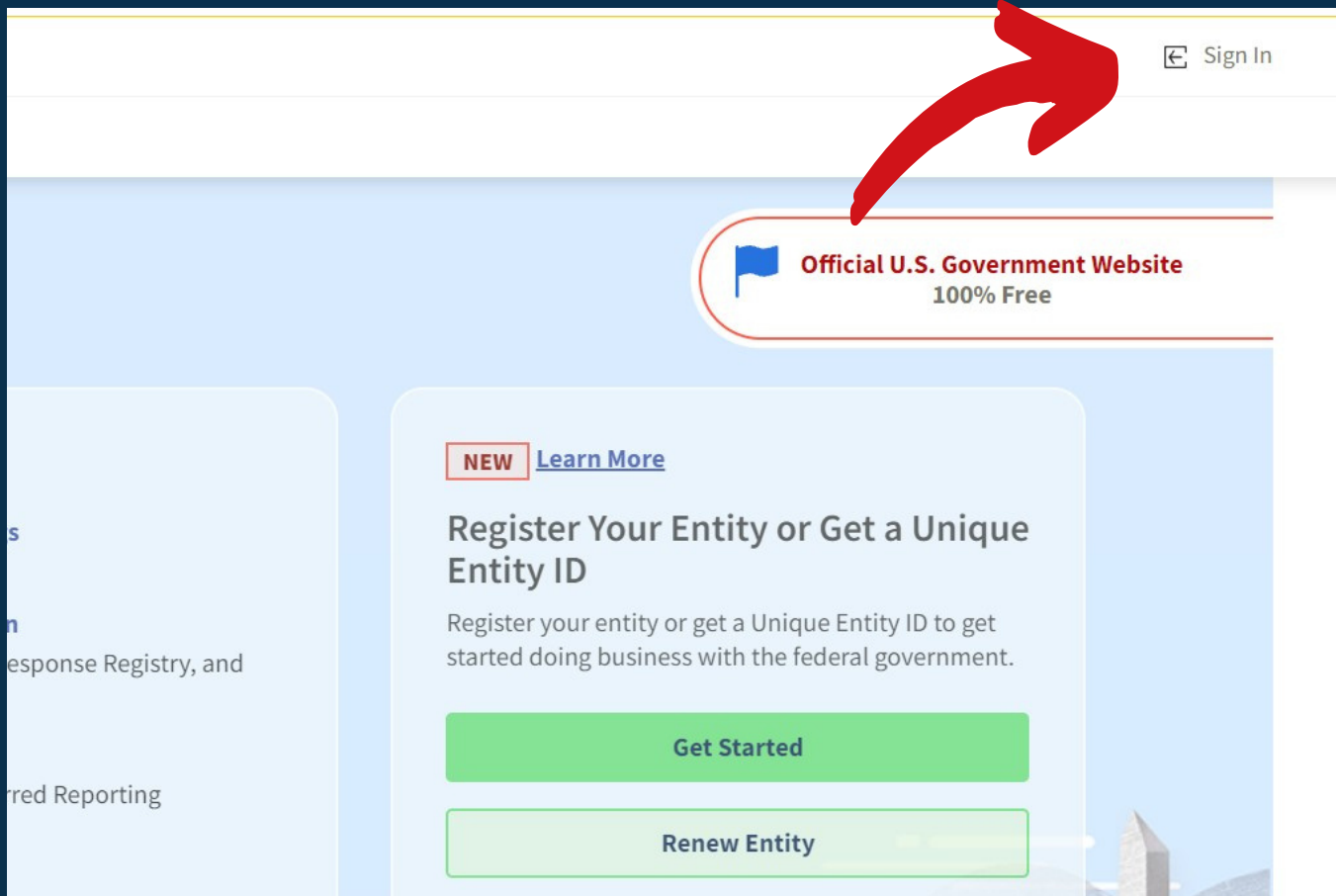
If your entity has DUNUS Number and is **not** registered in SAM.gov

If you currently have a DUNS Number, only need to get a Unique Entity ID (SAM), and do not want to complete a full entity registration in SAM.gov, follow next steps to get a Unique Entity ID (SAM)



Go to [www.SAM.gov](https://www.SAM.gov).

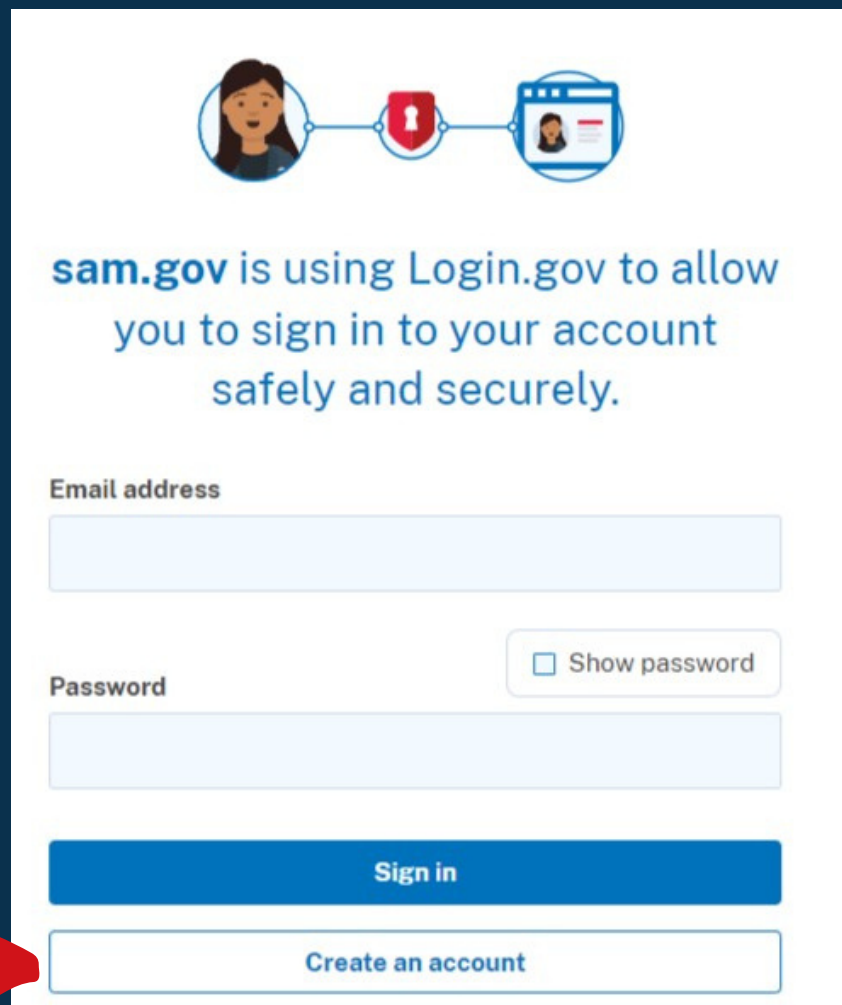
Select “**Sign In**” from the upper right corner of the page.





If you do not have a SAM.gov account, you will need to create one.

SAM.gov uses Login.gov for authentication. Provide all required information on the registration process. Once you create your user credentials, you will return to SAM.gov to complete your profile.



The image shows the Login.gov authentication interface. At the top, there is a diagram with three icons: a person, a shield with a keyhole, and a computer screen with a person icon, connected by lines. Below this, the text reads: "sam.gov is using Login.gov to allow you to sign in to your account safely and securely." The form includes an "Email address" field, a "Password" field, and a "Show password" checkbox. There are two buttons: a blue "Sign in" button and a white "Create an account" button with a blue border. A red hand-drawn arrow points from the text on the left to the "Create an account" button.

Sam.gov is using Login.gov to allow you to sign in to your account safely and securely.

Email address

Password ☐ Show password

Sign in

Create an account



After you sign in, the system will navigate you to your Workspace. On the **“Entity Management”** widget, select the **“Get Started”** button.

The screenshot displays the 'Workspace' dashboard. On the left, the 'Entity Management' widget is highlighted with a red dashed border. It contains the following elements:

- Entity Management** header with the subtext 'What do I need for registration?'
- Entity Registration** section with four status cards: ACTIVE (0), DRAFT (0), WORK IN PROGRESS (0), and SUBMITTED (0).
- Next Update Due:** Due in Next 30 days: 0 Entity Registrations
- Unique Entity ID** section with two status cards: ACTIVE (0) and DRAFT (0).
- Get Started** button in the top right corner of the widget, indicated by a large red arrow.

On the right side of the dashboard, there is a 'Profile' section with a user icon and name, followed by 'Downloads', 'Saved Searches', and 'Follow' buttons. Below these are sections for 'Pending Requests' (No pending requests) and 'Notifications' (No available notifications).





On the first page

Enter information about your entity. Please fill out all fields that are marked with **REQUIRED** as required field, for optional fields you can choose not to answer.

The screenshot shows the first step of a four-step registration process. The progress bar at the top has four steps: 1. Enter Entity Information (active), 2. Validate Information, 3. Request UEI, and 4. Receive. The main heading is 'Enter Entity Information'. Below it, a note states: 'All the following information will be used to validate your entity, unless marked as optional.' The form contains three sections: 1. 'DUNS Unique Entity ID' with a text input field. 2. 'Legal Business Name' with a sub-note 'If you are acting on behalf of a limited partnership, LLC, or corporation, your legal business name is the name you registered with your state filing office.' and a text input field. 3. 'Physical Address' with a sub-note 'Your physical address is the street address of the primary office or other building where your entity is located. A post office box may not be used as your physical address.' and a text input field. At the bottom, there is a 'Country' label and a dropdown menu.

1 Enter Entity Information 2 Validate Information 3 Request UEI 4 Receive

### Enter Entity Information

All the following information will be used to validate your entity, unless marked as optional.

**DUNS** Unique Entity ID

**Legal Business Name**  
If you are acting on behalf of a limited partnership, LLC, or corporation, your legal business name is the name you registered with your state filing office.

**Physical Address**  
Your physical address is the street address of the primary office or other building where your entity is located. A post office box may not be used as your physical address.

Country



## On the second page

Validate that the information provided are correct. The information provided **must** match with information provided in DUNS records (special attention should be paid at entity's physical address).

If you want to restrict the public viewing of your entity, please deselect the checkbox near the bottom of the page. If you restrict the view, only you and federal government users will be able to view your Unique Entity ID (SAM).

### Validate Information

The information you provided matches the following entity:

YOU ENTERED:

Terzaghi & Peralta Associates, LLC

**DUNS** Unique Entity ID  
[REDACTED]

Physical Address  
[REDACTED]  
[REDACTED] United States

WE FOUND THE FOLLOWING MATCH:



Terzaghi & Peralta Associates, LLC

**DUNS** Unique Entity ID  
[REDACTED]

Physical Address  
[REDACTED]  
[REDACTED] United States

☒ Allow the selected record to be a public display record.

If you feel displaying non-sensitive information like your registration status, legal business name, and physical address in the search engine results poses a security threat or danger to you or your organization, you can restrict the public viewing of your record in SAM.gov. However, your non-sensitive registration information remains available under the Freedom of Information Act to those who download the [SAM.gov public data file](#). [Learn more about SAM.gov public search results.](#)

Previous Cancel Next



On the third and last page

**Request Unique Entity ID**

You have completed validation. Select **Request Unique Entity ID** to be assigned a Unique Entity ID.

VERIFIED MATCH:

Testgrade Floral Association, LLC • Public

**DUNS** Unique Entity ID

Physical Address

UNITED STATES

Before requesting your Unique Entity ID, please certify under penalty of law that you are authorized to conduct transactions for this entity to reduce the likelihood of unauthorized transactions. Then select **Request Unique Entity ID**.

☒ I certify that I am authorized to conduct transactions on behalf of the entity.

**Request Unique Entity ID**

Your entity is validated. You will be asked to certify that you are authorized to conduct transactions on behalf of your entity.

Select the checkbox to certify, then select the “Request Unique Entity ID” button.

On the last page, your Unique Entity ID (SAM) will be displayed, and you can begin to use it for your entity.



If your entity does not have a  
DUNS Number and today's date  
is **before April 4, 2022**

Before April 4, 2022, the DUNS Number  
issued by Dun & Bradstreet is the authoritative  
entity identifier used by the federal  
government.

You need to get a DUNS Number first before  
you can request a Unique Entity ID (SAM).




Go to <https://fedgov.dnb.com/webform/> to request a free **DUNS** Number.

**Welcome to the D&B D-U-N-S Request Service  
for US Federal Government Contractors and Assistance Awardees**

If you are getting ready to apply for a federal contract or assistance award, you've come to the right place. The first step is to get your D-U-N-S Number. We will assign the nine-digit, unique D-U-N-S Number free of charge to a valid business entity based on their legal business name and physical location.


Select **D-U-N-S Search/Request Process** to begin. From here you can:

- 
- **Do a quick search to see if you already have a D-U-N-S Number**
    - If you find your D-U-N-S Number, you can email it to yourself.
  - **Request a D-U-N-S Number**
    - The request form takes approximately five minutes to complete.
    - D&B has controls in place to mitigate fraud and protect data integrity. Please be patient while we run these checks. It usually takes one to two business days to get your new D-U-N-S Number.
    - Once our checks are complete, you'll get an email (to the email address you provide on the request form) with your new D-U-N-S Number. Make sure @dnb.com is not blocked.

Please select “**Kosovo**” as your country to proceed and fill out the highlighted parts, then search if you can find your entity.

Enter the following information for companies located in KOSOVO and click the submit button to execute your search.

Business Name	<input type="text"/>
Street	<input type="text"/>
City	<input type="text"/>
Phone	<input type="text"/>



[Click here for a new image](#)  
[Click here to listen to audio](#)  
[Click here to download wav file](#)

Enter the verification code shown:

This is to prevent automated registrations

**Submit**

If your entity is listed but you don't know your DUNUS number, please click on **"Request Your Existing DUNS Number"**.

If you can't find your organization name in the list, please click on **"Request a New DUNS Number."**

**Company Lookup >** Search > Results >

## Search Results

Your search returned the following results... \*\*

Kosovo United States Alumni  
NENE TEREZA 20  
PRISHTINE, XK

**Request Your Existing D-U-N-S Number**

**View/Modify Your Information**

If you do not see your company listed above...

**Search Again** (try a former business address) OR

**Request a New D-U-N-S Number**





Please fill out all required fields and submit your request. It can take 1-2 business days before your DUNS Number is issued.

When you are assigned your DUNS Number, return to SAM.gov and follow the steps outlined under the “**Your entity has a DUNS Number and is not registered in SAM.gov**” section of this guide.

SAM REGISTRATION GUIDELINE

## Request for New D-U-N-S Number

Any affiliated companies at the same address, will not be affected. If there are affiliated companies at the same address, please specify in the Notes section.

Complete the information below to obtain a new D-U-N-S Number for your company's physical location.

Note: All fields are required unless otherwise indicated.

Company Name	
<input type="checkbox"/> Legal Name	<input type="text"/>
<input type="checkbox"/> Legal Structure	<input type="text" value="Select one"/>
<input type="checkbox"/> Tradestyle Name 1 (optional)	<input type="text"/>
Tradestyle Name 2	<input type="text"/>
Tradestyle Name 3	<input type="text"/>
<input type="checkbox"/> Phone Number of Business (at the location listed below)	<input type="text"/>
Physical Address (Postbox, Post Box and APO/FPO address not accepted)	
<input type="checkbox"/> Street	<input type="text"/>
<input type="checkbox"/> City	<input type="text"/>
<input type="checkbox"/> State	<input type="text"/>
<input type="checkbox"/> Zip Code + 4/Postal Code	<input type="text"/>
Country	<input type="text" value="KOSOVO"/>
Mailing Address (optional) <input type="checkbox"/> Same as Physical Address	
<input type="checkbox"/> Street/ P.O. Box	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip Code + 4/Postal Code	<input type="text"/>
Country	<input type="text" value="Select one"/>
Organization Information	
<input type="checkbox"/> Executive Name	<input type="text"/>
Title	<input type="text" value="Select one"/>
<input type="checkbox"/> Primary SIC code	<input type="text"/>
<input type="checkbox"/> Description of Operations	<input type="text"/>
<input type="checkbox"/> Socioeconomic Data	<input type="text" value="Select one"/>
<input type="checkbox"/> Number of Employees(includes owners, partners, and/or officers)	<input type="text"/>
<input type="checkbox"/> Annual Sales or Revenue	<input type="text"/>
Parent Organization (optional)	
Name	<input type="text"/>
Street	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip Code + 4/Postal Code	<input type="text"/>
Country	<input type="text" value="Select one"/>
<input type="checkbox"/> Notes (optional)	
<div></div>	





If your entity does not have a  
DUNS Number and today's date  
is after April 4, 2022

After April 4, 2022, the federal government will  
have no requirement for the DUNS Number.

You can get a Unique Entity ID (SAM) for your  
entity on SAM.gov. The Unique Entity ID (SAM)  
is provided to entities who request to only get  
a Unique Entity ID (SAM) and to entities who  
complete an entity registration.



Sign in to your SAM.gov account, the system will navigate you to your Workspace. On the **“Entity Management”** widget, select the **“Get Started”** button..

**Workspace**

**Entity Management**  
What do I need for registration?

**Entity Registration**

ACTIVE	DRAFT	WORK IN PROGRESS	SUBMITTED
0	0	0	0

Next Update Due: | Due in Next 30 days: **0 Entity Registrations**

**Unique Entity ID**

ACTIVE	DRAFT
0	0

**Get Started**

**Profile**

Downloads | Saved Searches | Follow

**Pending Requests**  
No pending requests

**Notifications**  
No available notifications



# NCAGE Code

To be equipped with DUNS number and registered in SAM.gov your entity needs also to have a NCAGE code.

Please follow the instruction on the next page for NCAGE code registration.



Go to  
<https://eportal.nspa.nato.int/Codification/CageTool/home> to request NCAGE code.

By clicking on the circled button, you can first search if your entity already has a NCAGE code

NATO  
OTAN

NORTH ATLANTIC TREATY ORGANIZATION  
THE GROUP OF NATIONAL DIRECTORS ON CODIFICATION (AC/135)

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**Codification - the Global Language of Logistics**  
[www.nato.int/codification](http://www.nato.int/codification)

134th Panel A Meeting AC/135 at NSPA in Capellen, Luxembourg, 01-03 October 2019

NATO CODIFICATION  
NCB COLLEGE  
TRAINING COURSES

NATO Allied Committee 135, in charge of policy for NATO Codification, offers tailor made training courses to be held at NSPA, Luxembourg.

- NCB Course for Codification Managers & Directors (Monday 27 - Thursday 30 June 2022, NSPA, Luxembourg)
- NCB Course for Codifiers & Logisticians (Tuesday 5 - Thursday 14 July, NSPA, Luxembourg)

More information on courses and registration will be released in March 2022.

CODIFICATION  
NMCRL  
CATALOGUE

The NATO Master Catalogue of References for Logistics (NMCRL).  
Overall information on NMCRL-WEB / NMCRL-OFFLINE / NMCRL-WEB Lite Trial version and subscription.



[Subscribe Now!](#)

**NCAGE request online**  
CAGE/NCAGE Code Search & Request (for NATO and non-NATO entities) online (public website).

Multilingual  
Multilingual ACodP-2/3 online (public website).



Write your entity name, and if you are already registered you can find your entity details on the results section.



NCAGE Code

Wildcard search (\*) is possible

Country

Data Universal Numbering System

Postal code

Organization Name

City

Identification Number


Street

Search

### Results

Total NCAGE codes found: 1

NCAGE code	Status	Organization Name	City	Street	Country	Entity Type	Duns
	A		PRISTINA		G		





If you don't have an NCAGE number register, you should start the registration process. Click on the right side of the panel to start the registration process.

Click on the **"REQUEST NEW"** button. Please follow the registration instructions carefully and provide required information.

## You didn't find your organization NCAGE data record?

In case you didn't find the NCAGE code when filtering out your organization name, you can request a new NCAGE code. Click on the button below and simply follow the wizard.

NCAGE Code create/update request submission is free of charge.

**Request New**





**Kosovo** is not listed in the dropdown menu under the country section, therefore you should either select **Albania or Serbia** as your country.

Please make sure that organization address is written properly. NCAGE and SAM registration information must match.

1

Start: Country Check

This application allows requesting NCAGE codes for the entities located at any country across the world except of USA, Italy and Great Britain. National Codification Bureaux of USA, Italy and Great Britain require submitting the NCAGE Code request via national web sites.

Type of Entity*	Other (Description)	Other (Description)*
Other	Non for profit organization	Emergency: 3 (business days)
	<small>If you selected 'Other', please describe.</small>	

Country\*  
ALBANIA

Next



On the second page, you can only fill out the Organization Name which is a required field and continue to the next page.

**2 Organization Data: General Information**

Enter a maximum of information related to the entity to be recorded in the NCAGE database.

Organization Name*	Country ALBANIA	State/Province/Canton (only if applicable)
Identification Number (IDN)	Data Universal Numbering System (DUNS)	

[Back](#) [Next](#)





On the third page please fill out the required field marked with "\*" (Street, City and Postal Code).


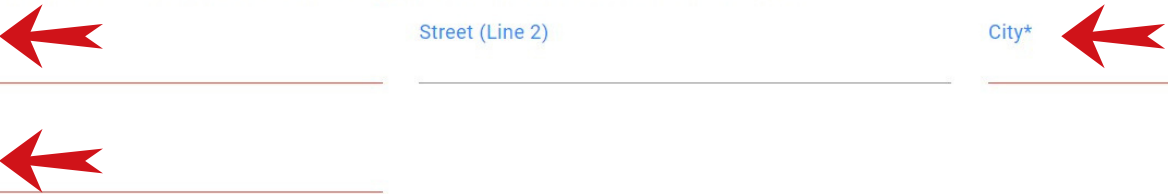
3 Organization Data:Geographical Location

Enter a maximum of information related to the entity to be recorded in the NCAGE database.

Street (Line 1)\* Street (Line 2) City\*

Postal Code\*

Back Next





Forth page is optional, you can provide the required information or skip it.

4

Organization Data: Postal Location

Enter a maximum of information related to the entity to be recorded in the NCAGE database.

Post Office Box

City

Postal Code

Back

Next



On the fifth page, the required field is Email, other fields are optional. Please provide your entity's email address in the required field

**5 Organization Data: Contact Information**

**Enter a maximum of information related to the entity to be recorded in the NCAGE database.**

<b>Phone</b>	<b>Fax</b>
<input type="text"/>	<input type="text"/>
Only digits allowed. Up to 5 entries	Only digits allowed. Up to 5 entries
<b>Email*</b>	<b>Website</b>
<input type="text"/>	<input type="text"/>
Up to 5 entries	Up to 5 entries




This is also an optional page, you can fill it out or leave it empty and continue on the next page.

**6** Organization Data: Additional Information

Enter a maximum of information related to the entity to be recorded in the NCAGE database.

<a href="#">Global Location Number (GLN)</a> <hr/> <small>Only 13 digit codes allowed.</small>	<a href="#">International Standard Industrial Classification (ISIC)</a> <hr/> <small>Only 4 digit codes allowed.</small>	<a href="#">Statistical Classification of Economic Activities (NACE)</a> <hr/> <small>Only 2, 3 and 4 digit codes allowed.</small>
<a href="#">United Nations Standard Products and Services Classification (UNSPSC)</a> <hr/> <small>Only 8 digit codes allowed.</small>	<a href="#">North American Industry Classification System (NAICS)</a> <hr/> <small>Only 2, 3, 4, 5 and 6 digit codes allowed</small>	<a href="#">Common Procurement Vocabulary (CPV)</a> <hr/> <small>Only 10 alpha-numeric codes allowed with a structure xxxxxxxx-x</small>

[Back](#) [Next](#)












On the seventh page all fields are required, so please answer to each question.  
Required fields are marked with arrows.




7 Questionnaire

Additional information related to your request (not recorded in the NCAGE database).


**Type of Activity**


Manufacturer of Goods?* 	Vendor of Goods?* 	Service Provider?* 
No	No	No
Development of Public Standards?* 	Government Department or Unit* 	Military Standard Organization* 
No	No	No
Other* 		
Non for profit organization		

**Future Business**

NCAGE code needed for an invitation to tender?* 	A contract with an armed force or a NATO agency is in preparation or already signed?* 	The NCAGE code is requested by the System for Award Management (SAM)?* 
No	No	Yes
NCAGE code needed for an invitation to tender	A contract with an armed force or a NATO agency is in preparation or already signed	The NCAGE code is requested by the System for Award Management (SAM)

**Former NCAGE Code**

A NCAGE Code Was Previously Allocated?* 
No

Back Next 



On the eighth page please provide your personal information such as First Name, Last Name and Email address.

8 Initiator Information

Additional information related to your request (not recorded in the NCAGE database).

First name*	Last name*	Email*
<input type="text"/>	<input type="text"/>	<input type="text"/>
Organization Name	Address	Country
<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone		
<input type="text"/>		



Only digits allowed.



And in the final step, please check again of the information you provided are accurate and then click on the **"Submit your Request"** button. You will receive an email to confirm the registration.

**9** Finish

**Please note!**  
Before you submit this NCAGE creation request, please take a moment to review and make sure all details are correct.  
Thank you.



Captcha Code\*

VEP8

Back

Review

Submit Request

Reset



# Have a question?

For SAM.gov question please click on the  
HELP section at [www.sam.gov](http://www.sam.gov).

If you need additional information on SAM  
registration contact us at  
[PristinaGrants@state.gov](mailto:PristinaGrants@state.gov).